Workday Wednesday
October 2, 2019

**Topic:** Payroll Functions

- **Printing payslips**
  - “Pay advices” in the old system are called “payslips” in Workday
  - Employees are in charge of printing their own payslips

- **Deadlines, late entries and retro changes**
  - Paper timecards are going away
  - *In Workday, the timecard is due at 5 PM on the days listed in the payroll schedule (Tuesdays in most cases)*
  - Salary employees continue not to fill out timecards

- **Holiday work hours**
  - Planned holiday hours
  - Unplanned holiday hours

- **Payment elections**
  - Navigating the Pay application
  - Direct deposit changes

- **Tax withholdings**
  - Pay application → “My Tax Documents” under View
  - Hourly employees

- **Need help?**
  - SaintsConnect Page: [my.marymount.edu/SaintsConnect](http://my.marymount.edu/SaintsConnect)
  - E-mail [hr@marymount.edu](mailto:hr@marymount.edu) for HR-related tasks and processes
  - For payroll issues, contact the payroll department
  - Contact [its@marymount.edu](mailto:its@marymount.edu) for IT-related issues